



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Housing Corporation

Agency

December 8, 2005

Schedule Date

Loan Servicing

Unit

December 8, 2005

Change Date

December 8, 2005

Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

B. A. Go

Agency Head

10-31-06

Date of Approval

~~Karen S. Ashby~~ Bradley P. Grealy

Agency Records Officer

12/8/05

Date of Approval

Richard J. Jelding

State Archivist and Records Administrator
Director, Public Records Division

12/8/05

Date of Approval

[Signature]

Chairman, State Archives and Records Commission

12/08/05

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

[Signature]

Records Analyst/Regional Administrator

8 DEC 05

Date of Approval

Jim J. [Signature]

Appraisal Archivist

12/8/05

Date of Approval

[Signature]

State/Local Records Branch Manager

8 DEC 05

Date of Approval

The determination as set forth meets with my approval.

Brian [Signature]

Auditor of Public Accounts

12/08/05

Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 08, 2005

STATE AGENCY RECORDS
RETENTION SCHEDULE

Finance and Administration
Kentucky Housing Corporation
Loan Servicing

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05452	Loan Files (C) KRS 61.878(1)(a) (V)	This series documents loans set up and serviced by the Kentucky Housing Corporation under the terms of KRS 198A.010-730. The Housing Corporation derives a portion of its funds from the interest earned through the sale of tax-exempt mortgage revenue bonds. With these funds, KHC can offer lower-than-market-rate home mortgages, rental housing production financing, low-rate construction financing, homeownership education and counseling as well as a variety of rental assistance programs. Series is also maintained as electronic image files.	Original note, mortgage and assignment (if applicable). May also include title policy for foreclosure, subsidy, loss draft, or bankruptcy; copies of deeds, marriage or death certificates.	Agency: I	Records Center:	Archives Center: Destroy 5 years after the close or termination of the loan